

Durham Civic Center Authority Meeting Minutes

Tuesday, May 16, 2006

8:00am

The meeting was called to order at 8:00am with the following members present/absent:

Present: Angela M. Elkins, Rod Abraham, Ed Stewart, George Stanziale, and Robert VanDewoestine. (Excused) absence: Josh Parker

Owner's representation: Elizabeth Stoeber, Carolyn Titus, and Sharon DeShazo

Management Company present: Ken Lile, Yvonne Patton, and Dave Messinger

Others present: Reyn Bowman

Motion of approval for April 18, 2006 minutes moved by Mr. Stanziale, seconded by Mr. VanDewoestine voted and agreed upon by all.

Meeting Summary

1. Mr. Messinger reported that the forecast loss for FY 2005-06 had increased from the \$41,341.00 forecast last month to \$74,105.00. Part of this was \$18,485.00 in purchases from August 2005 that had not been booked properly. The remainder was a forecast revenue decrease of \$48,249 partially offset by \$15,484 forecast lower spending. The current deficit forecast is likely an upper limit as the final numbers come in from May and June.
2. The Exhibition Hall loading dock access issue was resolved in a meeting between Mr. Lile and City of Durham representation. As streets become 2-way in that area, the parking space on the opposite side of the street will be used to maintain traffic so that unloading vehicles can use the lanes closest to the dock.
3. The first planning meeting for the Capital Improvement Projects (CIP) will be held on May 17. Details are given on the next page. Minutes and dates of subsequent meetings will be made available.
4. The meeting with the joint city/county committee had the following results:
 - There was agreement with changing the facility name from Durham Civic Center to Durham Convention Center.
 - There was a request to resolve marketing and branding issues between the Durham Civic Center and the Durham Marriott. Mr. Abraham will be working with DCVB, the Durham Marriott, Shaner Corporation and Marriott to propose a resolution. He will also meet with representatives of other hotels in the area to understand any issues they have.
 - A request to break out the cost of items in the CIP.
 - Agreement that a business background be a priority, but not requirement, for new members to the Durham Civic Center Authority.
 - Request for financial data in a format that makes it possible to understand the current and likely future performance of the Durham Civic Center. The task of defining the report structure is the responsibility of a Financial Task Force consisting of Ms. Stoeber, Ms. Titus, Mr. VanDewoestine and Mr. Parker. They will at that time work with the management company on implementation of the report.

5. Mr. Abraham stepped down as board chair after spending a great deal of time and achieving a great deal in the improvement of the management processes of the Durham Civic Center. Mr. VanDewoestine will become the new chair starting with the June board meeting.
6. Mohammed Rashdi resigned from the board. The board is charged with providing at least two names of potential replacements to the County Commissioners.

Details

1. Parking

There were 2 significant problems for Durham Civic Center customers at the city parking deck in May. City Staff and the management company sales and marketing are working together toward solutions. Mr. Bowman indicated that the DCVB does not have a position on downtown parking problems. Mr. VanDewoestine will be working with the group looking at proposals from potential new parking lot operators so there will at least be an opportunity to look at the parking needs of the Durham Civic Center in concert with other city requirements.

2. CIP Project Update

A Kick off meeting will be held on Wednesday, May 17th to begin a series of meetings to discuss the budget/timeline and scope of projects for the Civic Center and other City owned facilities. HEERY International representatives and internal stakeholders will participate in a discussion of project procedures and direction. All stakeholders will be notified of subsequent meetings, dates and times.

Agenda:

1. Overview of Projects, Project Goals, Funding and Schedule
2. General Discussion of project procedures and direction.
 - Basis of Design Review process.
 - Criteria list for Prioritization of Work.
 - Review Design Meetings and schedule for meetings.
 - Schedule for Designer Site Visits.
 - What should stakeholders bring to Scoping Session
 - Construction Manager At Risk
3. Review of Existing Information on Projects.
4. Identifications of stakeholders
5. Separate Projects
 - ADA requirements
 - Exhibition Hall Renovation